



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**OFFICE ORDER**

**No. 2016-82**  
August 18, 2016

**SUBJECT : Internal Guidelines on the Grant of the FY 2016 Performance-Based Bonus (PBB) including the Process and Criteria on Ranking Eligible Delivery Units**

---

**1.0 RATIONALE**

The GPPB is the principal body responsible for procurement policy formulation and the implementation and monitoring of effective public procurement reform, thereby promoting and achieving transparency, accountability, equity, effectiveness, efficiency and economy in public procurement.

The GPPB is supported by a Technical Support Office (TSO) that provides support in the performance of the Board's duties and responsibilities, particularly in spearheading the implementation of public procurement reform initiatives in the Philippines (*Sec. 63.2, Implementing Rules and Regulations of Republic Act 9184*).

To ensure that commitments and actions of both Officers and Employees of GPPB-TSO, along with the incentives that come with their work performances, are geared towards the attainment of the over-all organizational outcomes, the GPPB-TSO endeavors a more rationalized yet integrated performance management system. This includes the use of a performance evaluation/rating system that reflects and rewards the capacity of GPPB-TSO's Delivery Units and individual employees, thereby creating a culture of performance excellence in the Office.

**2.0 OBJECTIVES**

Pursuant to Memorandum Circular (M.C.) No. 2016-1 dated 12 May 2016, the Guidelines for the Grant of the Performance-Based Bonus for FY 2016 are hereby issued for the following purposes:

- 2.1 To inform and guide all delivery units on the eligibility requirements for the grant of the FY 2016 PBB;
- 2.2 To adopt a uniform approach on rating individual employees;
- 2.3 To inform and guide officials and employees on the rating and ranking process of delivery units;
- 2.4 To identify the responsible delivery units and personnel, as well as their roles and responsibilities in the implementation of the FY 2016 PBB; and
- 2.5 To clearly set deadlines for the submission of the PBB requirements.

### **3.0 COVERAGE**

3.1 All GPPB-TSO Delivery Units; thus:

- 3.1.1 Legal and Research Division (LRD);
- 3.1.2 Secretariat Division (SD);
- 3.1.3 Performance Monitoring Division (PMD);
- 3.1.4 Capacity Development Division (CDD);
- 3.1.5 Information Management Division (IMD); and
- 3.1.6 Administrative and Finance Division.

3.2 All officials and employees of eligible Delivery Units holding regular plantilla positions; including co-terminus and temporary personnel; contractual and casual personnel, if any, of the GPPB-TSO, and whose compensation is charged to the lump-sum appropriation under Personnel Services.

### **4.0 ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB**

The following are the PBB eligibility requirements:

4.1 Accomplishment of All Major Final Output (MFO) Indicators in the 2016 Performance-Informed Budget (PIB) approved by Congress (2016 GAA).

4.2 Achievement of targets under Support To Operations (STO); thus:

- 4.2.1 STO target based on the priority of the Executive Director;
- 4.2.2 Establishment of an ISO-aligned documentation of Quality Management System (QMS) for one core process of GPPB-TSO, as evidenced by the presence of duly Approved Quality Manual and Approved Procedures and Work Instructions Manual including Forms.

4.3 Achievement of targets under General Administration and Support Services (GASS); namely:

- 4.3.1 Budget Utilization Rate (BUR);
- 4.3.2 Complete and timely submission of Public Financial Management (PFM) reporting requirements of COA and DBM; thus:
  - 4.3.2.1 Budget and Financial Accountability Reports;
  - 4.3.2.2 Report on Ageing of Cash Advances; and
  - 4.3.2.3 COA Financial Reports<sup>1</sup>, i.e., Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements.
- 4.3.3 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System for FY 2015; and
- 4.3.4 Submission of the FY 2016 Annual Procurement Plan (APP).

4.4 Compliance with the 2016 Good Governance Conditions (GGC) set by AO 25; to wit:

- 4.4.1 Maintain/Update Agency Transparency Seal;
- 4.4.2 Maintain/Update the PhilGEPS posting;

4.4.3 Maintain/Update Service Charter.

- 4.5 Use of CSC-approved Strategic Performance Management System (SPMS) in rating First and Second Level officials and employees, including officials holding Executive Managerial and Director positions but are not presidential appointees.

**5.0 ELIGIBILITY CRITERIA FOR GPPB-TSO OFFICIALS AND EMPLOYEES**

- 5.1 The Eligibility of the Executive Director V, as Head of the Agency, will depend on the eligibility and performance of the GPPB-TSO, as follows:

Performance of GPPB-TSO	% of PBB Rate
Achieved all GGCs, and its physical targets in <b>all</b> MFOs, STO and GASS indicators	65%
Achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical targets due to <b>uncontrollable</b> reasons	57.5%
Achieved all GGCs, and has deficiency in <b>one</b> of its physical targets due to <b>controllable</b> reasons	50%

- 5.2 Employees belonging to the first and second level positions should receive a rating of at least "Satisfactory" based on the SPMS.
- 5.3 Eligible first and second level employees shall be rated on the basis of the following criteria and percentage score weights:

Criteria/Bases	Percentage Share
Employee's performance as reflected in the Individual Performance Accomplishment Report (IPAR)	80%
Behavioural-related performance*	20%
Total Score	100%

\* Behavioural-related performance:

Behavioural Factors	
<i>Supervisors</i>	<i>Non-Supervisors</i>
<p><b>COMMUNICATION SKILL</b></p> <p>Ability to effectively express thoughts, ideas and instructions verbally and in writing.</p>	<p><b>ATTITUDE</b></p> <p>The interest and enthusiasm towards work and regard for office policies and superiors as reflected by one's conduct and behavior.</p>
<p><b>MANAGERIAL SKILL</b></p> <p>Ability to organize and plan work through delegation, scheduling, follow-up and control of job activities</p>	<p><b>DEPENDABILITY</b></p> <p>The trust and confidence placed on the employee to carry out assigned tasks with minimum instructions.</p>
<p><b>DECISIVENESS</b></p> <p>The ability to consider and analyze all facts as well as the pros and cons of situations before making decisions. Decides quickly and accurately under pressure.</p>	<p><b>INITIATIVE</b></p> <p>Introducing course of action to get the work done without the need for directions and the ability to device new methods and procedures to improve work.</p>

<b>Behavioural Factors</b>	
<b>Supervisors</b>	<b>Non-Supervisors</b>
<p><b>PROFESSIONAL ETHICS</b></p> <p>Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.</p>	<p><b>PROFESSIONAL ETHICS</b></p> <p>Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.</p>
<p><b>PUNCTUALITY AND ATTENDANCE</b></p> <p>Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.</p>	<p><b>PUNCTUALITY AND ATTENDANCE</b></p> <p>Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.</p>

- 5.4 Officials performing managerial and executive functions but who are not presidential appointees should receive a rating of at least "Satisfactory" based on the SPMS.
- 5.5 Employee should have rendered a minimum of nine (9) months government service during FY 2016 and with at least "Satisfactory" ratings in both rating periods;
- 5.6 An employee who rendered a minimum period of three (3) months but less than the period of nine (9) months government service, and with at least "Satisfactory" rating(s), shall be eligible for the grant of PBB on a pro-rata basis, as follows:

<b>Length of Service</b>	<b>% of PBB Rate</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 5.7 An employee who will not meet the nine-month actual service requirement in view of the following reasons may be considered eligible for the CY 2016 PBB on a pro-rata basis:
- 5.7.1 Being a newly hired employee;
  - 5.7.2 Retirement;
  - 5.7.3 Resignation;
  - 5.7.4 Rehabilitation Leave;
  - 5.7.5 Maternity Leave and/or Paternity Leave;
  - 5.7.6 Vacation or Sick Leave with or without pay;
  - 5.7.7 Scholarship/Study Leave.
- 5.8 An employee who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in rating of the recipient agency.

## 6.0 EXCLUSIONS FROM THE FY 2016 GRANT OF PBB

- 6.1 An employee who is on vacation or sick leave, with or without pay, for the entire year.
- 6.2 An employee found guilty of administrative and/or criminal case filed against him/her and meted penalty in 2016. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.3 Officials and employees who failed to submit their FY 2015 Statement of Assets, Liabilities, and Net worth (SALN) prescribed under CSC M.C. No. 3, series of 2015.
- 6.4 Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the required reglementary period
- 6.5 Officials and employees who failed to submit their duly accomplished Individual Performance Commitment Review (IPCR) Forms to the Human Resource Unit.

## 7.0 RATING AND RANKING OF ELIGIBLE DELIVERY UNITS

- 7.1 Eligible Delivery Units shall be forced ranked according to the following categories:

Ranking	Performance Category of the Delivery Unit(s)
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit(s)
Next 65%	Good Delivery Unit(s)

- 7.2 Delivery Units shall be rated and ranked using the following criteria and percentage score weights:

Criteria/Bases	Percentage Share
Average accomplishment rating on Delivery Unit's targets (MFO, STO, GASS)	50%
Aggregate rating of Individual employees in the Delivery Unit (Average)	40%
Other Factors	10%
Total Score	100%

- 7.2.1 **Average accomplishment rating on Delivery Unit's targets.** Pertains to the actual performance of the Delivery Unit in terms of accomplishing its Success Indicators under MFO; STO and GASS.

- 7.2.2 **Aggregate rating of Individual employees in the Delivery Unit (Average).** Pertains to the collective score of individual employees in a Delivery Unit. Albeit individual employee's performances/contributions across various Delivery Units, her/his rating shall be considered in the Delivery Unit where she/he belongs. This mechanism aligns the incentives that come with the work performance ratings of the employees despite working cross-functionally.

Illustration:

Division A	Rating	
	Numerical	Adjectival
Employee 1	4	Very Satisfactory
Employee 2	5	Outstanding
Employee 3	3	Satisfactory
Employee 4	4	Very Satisfactory
Employee 5	4	Very Satisfactory
No. of Employees= 5		
<b>Aggregate Rating in a Delivery Unit</b>	<b>20/5 = 4</b>	<b>Very Satisfactory</b>

Division B	Rating	
	Numerical	Adjectival
Employee 1	3	Satisfactory
Employee 2	4	Very Satisfactory
Employee 3	2	Unsatisfactory
Employee 4	3	Satisfactory
No. of Employees= 4		
<b>Aggregate Rating in a Delivery Unit</b>	<b>12/4 = 3</b>	<b>Satisfactory</b>

7.2.3 **Other Factors.** The GPPB-TSO Executive Director shall rate each Delivery Unit using the following criteria:

<b>Thoroughness of Work</b>	The Level of Research and Studies involved in the tasks; Conscientiousness exercised; and Completeness of the outputs of the Delivery Unit.
<b>Accountability for Results</b>	The Level of Accountability required in the tasks; and display of sense of responsibility and answerability for the outputs of the Delivery Unit.
<b>Responsiveness</b>	The Level of Compliance in terms of prescribed timeline and deadlines involved in the tasks or outputs of the Delivery Unit.

## 8.0 FY 2016 PBB RATES

- 8.1 There shall no longer be a ranking of individuals within the Delivery Unit.
- 8.2 The PBB Rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

8.3 The PBB Rate of the Deputy Executive Director shall be based on the highest ranking garnered by any of the Delivery Unit under her/his supervision.

## 9.0 RESPONSIBILITIES OF CONCERNED DELIVERY UNIT AND PERSONNEL

### 9.1 Delivery Units

9.1.1 Seven (7) days after the end of the performance period, the Delivery Units shall submit to the Performance Monitoring Team (PMT) their accomplishments using the Division Performance Accomplishment Report and the Individual Accomplishment Report (IPAR).

9.1.2 Timely submission of all reportorial requirements shall be part of the performance commitment of each delivery unit. The submission of the reports shall be subject to performance monitoring and evaluation using the prescribed Success Indicator (SI) and performance dimension, as follows:

RATING MATRIX					
Action	5	4	3	2	1
Timely submission of all reportorial requirements	Average response time of 4 or more days earlier than the deadline	Average response time of 1-3 days earlier than the deadline	<b>Average response time within the deadline</b>	Average response time within 1-3 days after the deadline	Average response time of 4 or more days after the deadline

### 9.2 Administrative and Finance Division (AFD)

9.2.1 The AFD shall coordinate and monitor the Office's compliance with the AO 25 requirements, including but not limited to the preparation of the required PBB Reports/Forms, based on the data provided by the delivery units.

### 9.3 Performance Management Team (PMT)

9.3.1 The PMT is composed of the following personnel:

Chairperson: Executive Director V  
Vice-Chairperson: Deputy Executive Director IV  
Members: Division Chief, Legal and Research Division  
Division Chief, Secretariat Division  
Division Chief, Performance Monitoring Division  
Division Chief, Capacity Development Division  
Division Chief, Information Management Division  
Representative, 1<sup>st</sup> level positions  
Representative, 2<sup>nd</sup> level positions.  
Secretariat: Chief Administrative Officer.

- 9.3.2 The PMT shall validate the veracity of the reported accomplishments of the different Delivery Units.
- 9.3.3 The PMT shall evaluate and assess the PBB Reports and present it to the Executive Director for approval. Upon approval, the Report shall be submitted to the IATF through the A.O 25 Secretariat.
- 9.3.4 The PMT shall lead the efforts on the development and implementation of the internal communication strategy on PBIS.
- 9.3.5 The PMT shall act as Appeals Body and Arbiter for PBB matters.
- 9.3.6 The PMT shall oversee the implementation of these Guidelines and issue necessary rules, regulation, policies and directives, consistent with the IATF guidelines.

#### 9.4 Human Resource Unit

- 9.4.1 The HR Unit shall consolidate and prepare report on the ranking of Delivery Units for submission to DBM and the IATF.

### 10.0 APPEALS

All Appeals relative to the implementation of the Office's FY 2016 Grant of PBB shall be acted upon pursuant to Item 9.0 of the SPMS Guidelines under Department Order No. 2016-12 dated 15 June 2016.

### 11.0 TIMELINE FOR IMPLEMENTATION

The timeline for the FY 2016 PBB Implementation is attached as **Annex "A"**.

### 12.0 EFFECTIVITY

This Office Order shall take effect immediately.

  
**DENNIS S. SANTIAGO**  
Executive Director V



## TIMELINE FOR IMPLEMENTATION

Activity/ Requirements	Deadline	Validators
Submission of FY 2015 Financial Reports	On or before April 30, 2016	• COA
Posting of Agency System of Ranking of Delivery Units	On or before October 30, 2016	• DBM-OCIO
Submission of Report on Ageing of Cash Advance Liquidation (cut-off: 15 Nov. 2016)	On or before December 1, 2016	• COA
Submission of Certificate of Compliance with PhilGEPS (cut-off: 15 Nov. 2016)	On or before December 1, 2016	• PhilGEPS
Submission of BFARs	30 days or one month after the end of each quarter	• COA and DBM
Submission of Forms A, A1, B, C and Form 1.0	On or before January 15, 2017	• DBM
Validation of ISO-aligned QMS documentation	On or before January 15, 2017	• GQMC
Validation of 2 <sup>nd</sup> STO as identified by Head of Agency	On or before January 15, 2017	• DBM
Submission of 2015 APCPI	On or before Dec. 1, 2016	• GPPB-TSO
Submission of 2016 APP	w/in 1 month from issuance of 2016 PBB Guidelines	

**OFFICE ORDER**

**No. 2017 – 02**  
06 January 2017

**SUBJECT: Amendment to the Internal Guidelines on the Grant of the FY 2016 Performance – Based Bonus (PBB) including the Process and Criteria on Ranking Eligible Delivery Units of the GPPB-TSO**

1. This Office Order is hereby issued to amend Office Order No. 2016-82 on Internal Guidelines on the Grant of the FY 2016 Performance – Based Bonus (PBB) including the Process and Criteria on Ranking Eligible Delivery Units of the GPPB-TSO.
2. Sec. 3.3 is hereby included to Sec. 3.0 re: Coverage of the Grant of FY 2016 PBB, to read as follows:

*"3.3 Eligible employees under the Office of the Executive Director holding non-supervisory positions shall be included to the Delivery Unit where he/she directly contributed, or based on the classification of his/her position in the Index of Occupational Services issued by DBM."*

3. For compliance.

  
**DENNIS S. SANTIAGO**  
Executive Director V